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## **ANNEX B: ORGANIZATION**

### **APPENDIX I PLANNING ORGANIZATION**

#### **TAB A NATIONAL RESPONSE TEAM**

The NRT's membership consists of 15 federal agencies with responsibilities, interests and expertise in various aspects of emergency response to pollution incidents. The EPA serves as chairman and the Coast Guard serves as vice-chairman of the NRT, except when activated for a specific incident. The NRT is primarily a national planning, policy and coordination body and does not respond directly to incidents. The NRT provides policy guidance prior to an incident and assistance as requested by an OSC via an RRT during an incident. NRT assistance usually takes the form of technical advice, access to additional resources/equipment, or coordination with other RRTs.

#### **TAB B REGIONAL RESPONSE TEAM**

There are 13 RRTs, one for each of the ten federal regions and Alaska, the Caribbean and Pacific Basin. Each RRT has Federal and State representation. EPA and the Coast Guard cochair the RRTs. Like the NRT, RRTs are planning, policy and coordinating bodies, and do not respond directly to incidents. The RRTs develop Regional Contingency Plans for their regions. These plans address region specific issues and provide guidance to the OSCs for developing their area plans. The RRTs also provide one level of review for the Area Contingency Plans. The RRTs may be activated for specific incidents when requested by the OSC. If the assistance requested by an OSC exceeds an RRT's capability, the RRT may request assistance from the NRT. During an incident the RRT may either be alerted by telephone or convened. The cognizant RRTs will also be consulted by the OSC on the approval/disapproval of the use of chemical countermeasures when that decision has not been preapproved.

#### **TAB C AREA COMMITTEES**

The primary role of the Area Committee is to act as a preparedness and planning body. Area Committees are made up of experienced environmental/response representatives from Federal, State and local government agencies with definitive responsibilities for the area's environmental integrity. Each member is empowered by their own agency to make decisions on behalf of the agency and to commit the agency to carrying out roles and responsibilities as described in this plan. The predesignated Federal On-scene Coordinator for the area will serve as chairman of the Committee. He/she will designate the vice-chairman, select the Committee members, and provide general direction and guidance for the Committee. The OSC should solicit the advice of the RRT to determine appropriate representatives from federal and state agencies. The Area Committee is encouraged to solicit advice, guidance, or expertise from all appropriate sources and establish subcommittees as necessary to accomplish the preparedness and planning tasks.

Subcommittee participants may include facility owners/operators, shipping company representatives, cleanup contractors, emergency response officials, marine pilots associations, academia, environmental groups, consultants, response organizations and concerned citizens. The OSC will appoint subcommittee members. The OSC directs the Area Committee's development and maintenance of the Area Contingency Plan

## APPENDIX II RESPONSE ORGANIZATION

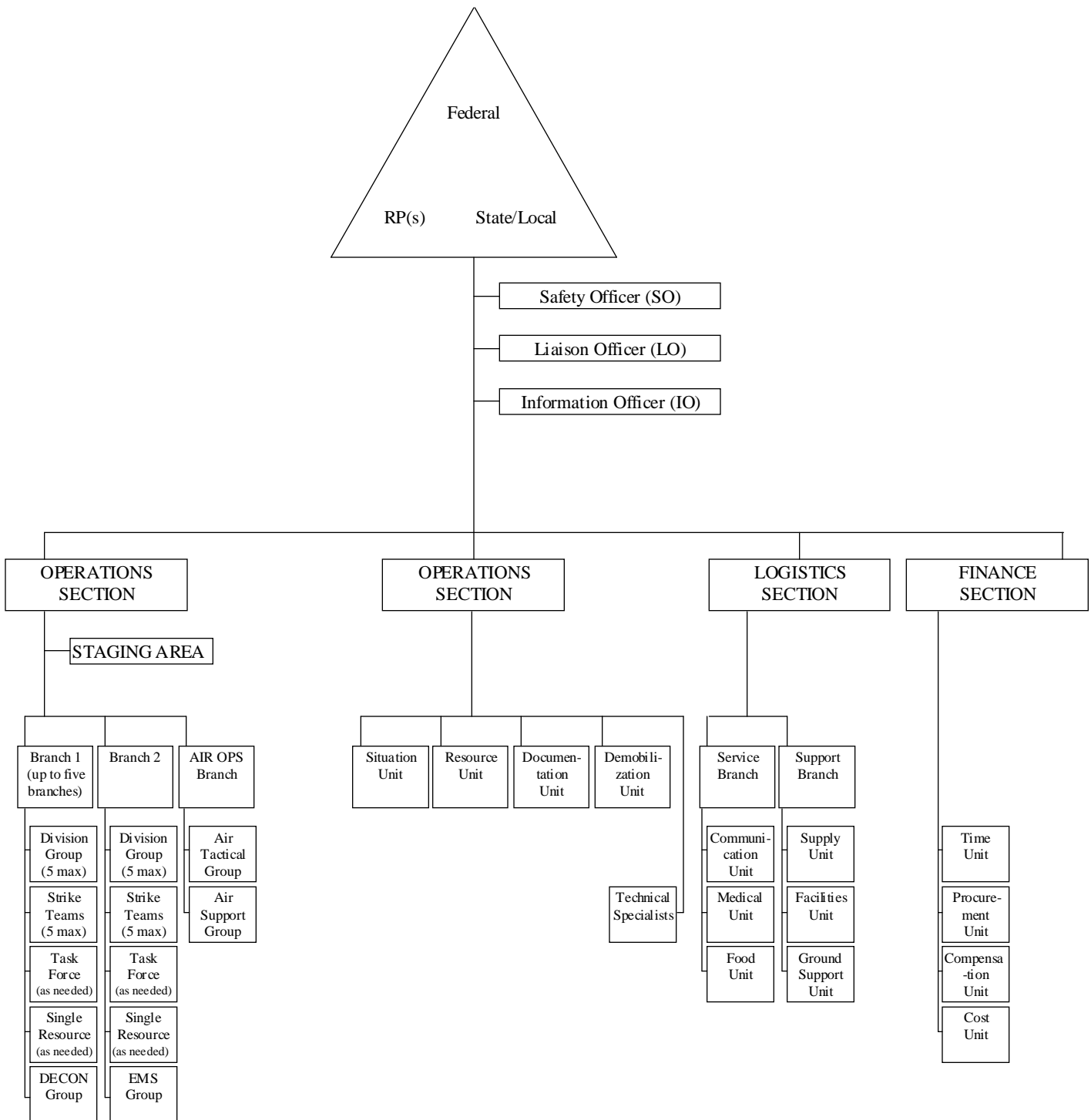
**Purpose:** The Unified Command provides the response management organization capable of anticipating and responding to pollution response emergencies. The primary goal is for all responding agencies to work together to achieve a single, unified response.

**Background:** Unified Command is based on the Incident Command System (ICS) and is intended to provide a “common ground” to jointly coordinate command and control for a large number of response agencies. The Unified Command is intended to bring together continuous decision making input from every cooperating and assisting response organization: City, County, State, Federal and the commercial community. This document alone will not serve as an implementable response management system. This Annex only represents a distillation of the entire doctrine presented by the Incident Command System, as a subsystem of the National Interagency Incident Management System (NIIMS). To effectively and efficiently implement ICS, the remaining subsystems of NIIMS must also be implemented. These remaining subsystems include: Training, Qualification Program, Publication Management, and Supporting Technology.

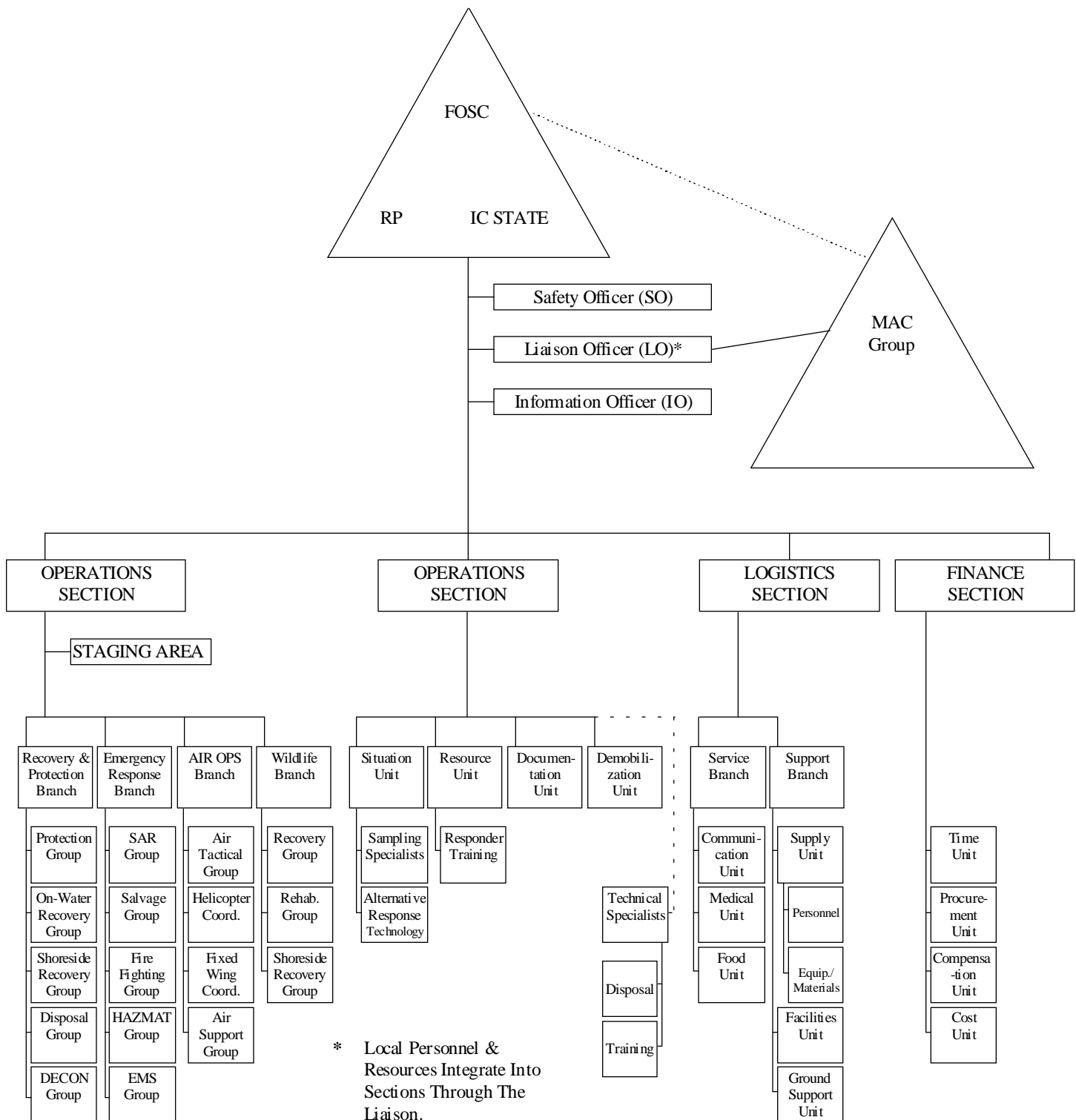
**Responsibilities:** Each responding agency is responsible to participate in the Unified Command at the appropriate action level. The Unified Command develops an Incident Action Plan (IAP) for a specified operational period. This IAP is based on the goals and objectives developed by the members of the Unified Command, which is as a result of proactive consensus building in anticipation of response requirements. Liaison and direct communication between key response decision makers must be an integral and continuous part of the emergency response process. Each participating agency retains its own organizational identity, chain of command, and direct control of personnel and resource tasking. Tasking is coordinated and documented for a specific operational period in the IAP.

**Organization:** tabs a through f of this appendix detail the functional division of labor of the planned organizational structure outline by ics. Paragraphs that are bold italicized type are organizational elements that have been either subdivided from the list of responsibilities of the preceding unit and/or serve as examples of how the operations section and technical specialists could be formed for an oil spill. The unified command, command staff, and each of the section chiefs in planning, operations, logistics, and finance are tasked with proactively evaluating organizational requirements and recommending changes, growth, or demobilization of the organization to anticipate incident specific needs. A field operation guide (FOG), ICS 420-1(oil) is available for use as a job aid to assist responders in implementing the response organization. The FOG provides generally the same information as this appendix, in a pocket size format.

## Standard Incident Command System



# Unified Command Structure / Incident Command System For Oil Spill Clean-Up



## **TAB A UNIFIED COMMAND**

1. Incident Commanders for oil discharges in the marine environment will be organized as a Unified Command with the organizational structure prescribed by ICS. Potential members of the Unified Command include, but are not limited to:
  - . The predesignated Federal On-Scene Coordinator (OSC) acting under the authority of the National Contingency Plan (NCP);
  - . The predesignated State Incident Commander (State IC) representing State and local agencies;
  - . The Responsible Party (RP).
2. Responsibilities: The Unified Command is responsible for the overall management of the incident. The Unified Command directs incident activities including the development of goals and objectives for the response and implementation of strategic decisions and approves the ordering and releasing of resources. The Unified Command may activate Deputy Incident Commanders to assist in carrying out these management responsibilities.
  - . Assess the situation and/or obtain incident briefing from prior Unified Commander.
  - . Determine Incident Objectives and strategies.
  - . Establish immediate priorities.
  - . Establish an Incident Command Post.
  - . Activate elements of the Incident Command System.
  - . Brief Command Staff and Section Chiefs.
  - . Ensure planning meeting are scheduled as required.
  - . Approve and authorize the implementation of an Incident Action Plan
  - . Determine information needs and advise Command and General Staff.
  - . Coordinate activity for all Command and General Staff.
  - . Manage incident operations.
  - . Approve requests for additional resources and requests for release of resources.
  - . Approve the use of trainees, volunteers, and auxiliary personnel.
  - . Authorize release of information to news media.
  - . Ensure pollution reports are distributed.
  - . Ensure incident funding is available.
  - . Assure Site Safety Plan is implemented.
  - . Ensure liaison with local government(s) is established.
  - . Order the demobilization of the incident when appropriate.
  - . Identify natural resource damages and coordinate with the Natural Resources Damage Assessment (NRDA) Team.
  - . Coordinate incident investigation responsibilities.
  - . Seek appropriate legal council.

## **TAB B COMMAND STAFF**

1. The Command Staff includes:
  - . Information Officer
  - . Safety Officer
  - . Liaison Officer

2. **INFORMATION OFFICER:** The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other agencies and organizations as appropriate. Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multijurisdictional incidents. The Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.
  - . Establish a single information center. (This may be called the Joint Information Center (JIC)).
  - . Contact the jurisdictional agencies to coordinate public information activities.
  - . Establish information collection requirements.
  - . Prepare initial information summary as soon as possible after arrival.
  - . Observe constraints on the release of information imposed by Incident Command.
  - . Obtain approval for release of information from Incident Command.
  - . Prepare and disseminate news releases.
  - . Attend meetings to update information releases.
  - . Arrange for meetings between media and incident personnel.
  - . Provide escort service and protective clothing to media personnel/VIPs.
  - . Respond to special requests for information.
  - . Obtain media information that may be useful to incident planning.
  - . Maintain current information summaries and/or displays of the incident and provide information on the status of the incident to incident personnel.
  - . Resolve conflicting information and bring media concerns to the Unified Command.
3. **SAFETY OFFICER:** The Safety Officer is responsible for identifying and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The Safety Officer maintains awareness of active and developing situations, ensures the preparation and implementation of the Site Safety Plan, and includes safety messages in each Incident Action Plan. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.
  - . Identify hazardous or unsafe situations associated with the incident.
  - . Ensure the preparation and implementation of the Site Safety Plan.
  - . Review the IAP for safety implications.
  - . Exercise emergency authority to stop and prevent unsafe acts.
  - . Review and approve the Medical Plan.

4. **LIAISON OFFICER:** The Liaison Officer is the point of contact for personnel assigned to the incident from assisting or cooperating agencies.
  - . Provide a centralized point of contact for assisting/cooperating Agency Representatives.
  - . Identify Agency Representatives from each agency including communications link and location.
  - . Maintain the list of assisting and cooperating interagency contacts.
  - . Respond to requests from incident personnel for inter-organizational contacts.
  - . Monitor incident operations to identify current or potential inter-organizational issues and advise the Incident Command.
  - . Participate in planning meetings, provide current resource status information, including limitations and capabilities of assisting agency resources.

#### **TAB C GENERAL STAFF: OPERATIONS SECTION**

1. **OPERATIONS SECTION CHIEF:** The Operations Section Chief is responsible for the tactical management of all incident operations directly applicable to the primary mission. The Operations Section Chief activates and supervises elements in accordance with the IAP and directs its execution; activates and executes the Site Safety Plan; directs the preparation of unit operational plans; requests or releases resources as directed by the Incident Command; makes expedient changes to the Incident Action Plans as necessary and reports such to the Unified Command.
  - . Develop operations portions of the IAP.
  - . Brief and assign operations personnel in accordance with the IAP.
  - . Supervise the execution of the IAP for Operations.
  - . Request resources needed to implement the Operations tactics as part of the IAP development.
  - . Ensure safe tactical operations.
  - . Make or approve expedient changes to the IAP during the operational period.
  - . Approve suggested list of resources to be released from assigned status (not released from the incident).
  - . Assemble and disassemble teams/task forces assigned to the Operations Section.
  - . Provide the Resource Unit with the Operations Section organization, including names and locations of assigned personnel.
  - . Report information about special activities, events, and occurrences to the Unified Command as well as to the Planning Section Chief and the Information Officer.
2. **STAGING AREA MANAGER:** The Staging Area Manager is responsible for managing all activities within the designated staging areas.
  - . Establish and maintain boundaries of staging areas.
  - . Post signs for identification and traffic control.
  - . Establish check-in functions.
  - . Advise Operations Section Chief of all changing situations/conditions at the staging areas.
  - . Respond to requests for resource assignments.



3. The Branch Directors are responsible for implementation of the assigned portions of the IAP.
  - . Implement Branch assignments in accordance with the Incident Action Plan.
  - . Complete operational planning for Branch operations.
4. DIVISION/GROUP SUPERVISOR: The Division and/or Group supervisors are responsible for the implementation of the portions of the IAP that have been assigned to their respective Division or Group, assignment of resources within the division/group, and reporting on progress of operations and status of resources within the division/group.
  - . Implement tactical operations in accordance with the IAP for division and/or group.
  - . Identify geographic areas or functions assigned to the divisions or groups.
  - . Review Site Safety Plan, assignments, and incident activities with subordinates and assign tasks.
  - . Insure the Resource Unit or incident communications is advised of all changes in status of resources assigned to the division/group.
  - . Coordinate activities with other divisions/groups.
  - . Submit situation and resource status reports to Branch Director or Operations Section Chief.
  - . Report special occurrences or events such as accidents or sickness to the immediate supervisor.
  - . Resolve conflicts within the division/group.
  - . Participate in the development of branch plans for the next operational period.
5. TEAM/TASK FORCE LEADER: The Team/Task Force Leader reports to a Division or Group supervisor and is responsible for accomplishing the tactical assignments of the Team/Task Force. The Leader directly manages the Team/ Task Force and reports work progress, resource status, and other important information to the Division/Group supervisor, and maintains work records on assigned personnel.
6. AIR OPERATIONS BRANCH DIRECTOR: The Air Operations Branch Director is responsible the safety of aircraft operations involved in response operations, and for preparing the air operations assignments for the IAP. Air operations planning will reflect agency restrictions that have an impact on the operational capability or utilization of resources such as night flying or hours per pilot. After the IAP is approved, the Air Operations Branch Director is responsible for implementing its strategic assignments that relate to the overall incident strategy as opposed to those that pertain to specific tactical operations. Additionally, the Air Operations Branch Director is responsible for providing logistical support to helicopters operating in response to the incident.
  - . Organize preliminary air operations.
  - . Request declaration or cancellation of restricted air space area.
  - . Participate in planning meetings and the preparation of the IAP.
  - . Perform operational planning for air operations.
  - . Prepare and provide Air Operations Summary Worksheet to the air support group and fixed wing bases.
  - . Determine coordination procedures for use by air organization with ground branches, divisions, or groups.

- . Coordinate with Operations Section personnel.
- . Supervise all air operations activities associated with the incident.
- . Establish procedures for emergency reassignment of aircraft.
- . Schedule approved flights of non-incident aircraft in the restricted air space area.
- . Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident.
- . Resolve conflicts concerning non-incident aircraft.
- . Update air operations plans.
- . Report the Operations Section Chief on air operations activities.
- . Arrange for accident investigation team when warranted.

7. **AIR TACTICAL GROUP SUPERVISOR:** The Air Tactical Group Supervisor is primarily responsible for the coordination and scheduling of aircraft operations in the area of response operations and report on the incident situation when fixed or rotary-wing aircraft are airborne at an incident. These coordination activities are performed by the Air Tactical Group Supervisor while airborne. The Air Tactical Group Supervisor reports to the Air Operations Branch Director and coordinates mission assignments, scheduling, and reports with the Situation Unit Leader.

- . Check in and receive incident assignment, normally by radio.
- . Determine what aircraft, fixed wing and helicopters, are operating within the area of assignments, and coordinate information with the Resource Unit.
- . Manage air tactical activities based on the IAP.
- . Establish and maintain communications with air operations, fixed wing and helicopter coordinators, air support group director, and fixed wing support bases.
- . Coordinate approved flights on non-incident aircraft or non-tactical flights in the restricted air space area.
- . Coordinate dispersant, in situ burning, bioremediation, or other air deliverable alternative response technology application through the Air Operations Branch Director.
- . Obtain information about air traffic external to the incident.
- . Receive reports of non-incident aircraft violating restricted air space area.
- . Make tactical recommendations to the Operations Section Chief, Branch Director, or Division Supervisor.
- . Inform Air Operations Branch Director of tactical recommendations affecting the IAP.
- . Coordinate air surveillance mission scheduling and observer assignments with the Situation Unit Leader.
- . Coordinate air surveillance observations and ensure reports are provided by the most direct methods available.

8. **HELICOPTER COORDINATOR:** The Helicopter Coordinator is responsible for the coordination of all tactical or logistical helicopter missions while in flight over the mission. The helicopter Coordinator is also responsible for the coordination and scheduling of helicopter operations intended to locate, observe, track, surveil, or report on the situation. The Helicopter Coordinator directs the application of dispersants, in situ burning, bioremediation, and air deliverable alternative response technology. The Helicopter Coordinator reports to the Air Tactical Group Supervisor and coordinates mission assignments and scheduling with the Situation Unit Leader.
- . Confirm the type and quantity of aircraft, both fixed wing and helicopter, operating within the incident assignment area.
  - . Determine whether available helicopters are capable of accomplishing incident objectives.
  - . Identify and report potential hazards within the incident assignment area (other aircraft, ground hazards, landing zone hazards).
  - . Coordinate air traffic control procedures with pilots, Air Operations Branch Director, Air Tactical Group Supervisor, Fixed Wing Coordinator, and the Air Support Group.
  - . Coordinate the use of communication frequencies with the Air Tactical Supervisor and Incident Communications Unit.
  - . Assign and ensure use of appropriate operating frequencies by incident helicopters.
  - . Coordinate and make geographic assignments for helicopter operations with the Air Tactical Group Supervisor.
  - . Implement and monitor all safety requirements and procedures.
  - . Ensure that approved night flying procedures are being followed.
  - . Supervise all helicopter activities.
9. **FIXED WING COORDINATOR:** The Fixed Wing Coordinator is responsible for the coordination of assigned fixed wing aircraft operations at the incident. The Fixed Wing Coordinator is also responsible for the scheduling of fixed wing operations intended to locate, observe, track, surveil, or report on the incident situation. The Fixed Wing Coordinator directs the application of dispersants, in situ burning, bioremediation, or other air deployable alternative response technology. The Fixed wing Coordinator reports to the Air Tactical Group Supervisor and coordinates mission assignments and scheduling with the Situation Unit Leader.
- . Confirm type and quantity of aircraft, fixed wing and helicopter, operating within the incident area.
  - . Determine fixed wing aircraft capabilities and limitations.
  - . Maintain continuous observation of assigned area and inform Air Tactical Group Supervisor of hazards or potential problems.
  - . Coordinate air traffic procedures with pilots, Air Operations, Air Tactical Group Supervisor, Helicopter Coordinator, and Air Support Group.
  - . Coordinate the use of communications frequencies for ground-to-air and air-to-air communications with the Air Tactical Supervisor and Communications Unit.
  - . Implement all air safety requirements and procedures.
  - . Supervise all fixed wing aircraft activities; receive assignments, brief pilots, assign missions, and report on mission completion, reassign as directed.
  - . Coordinate activities with Air Tactical Group Supervisor, Helicopter Coordinator, and ground operations personnel.

- . Provide information to ground resources.
  - . Immediately report accidents or incidents to the Air Tactical Group Supervisor and the Air Operations Branch Director.
10. **AIR SUPPORT GROUP SUPERVISOR:** The Air Support Group Supervisor is responsible for supporting and managing helibase and helispot operations, and maintaining liaison with fixed wing air bases. This includes providing:
- 1) fuel and other supplies;
  - 2) maintenance and repair of helicopters;
  - 3) keeping records of helicopter activity; and
  - 4) enforcing safety regulations.
- These major functions are performed at helibases and helispots. Helicopters during landing and takeoff and while on the ground are under the control of the air support group's Helibase or Helispot managers. The Air Support Group Supervisor reports to the Air Operations Branch Director.
- . Participate in Air Operations Director planning activities.
  - . Inform Air Operations Director of group activities.
  - . Identify helibase and helispot locations from the Incident Action Plan or from the Air Operations Director.
  - . Coordinate special requests for air logistics.
  - . Obtain assigned ground-to-air frequencies for Helibase operation from Communications Unit.
  - . Inform Air Operations Branch Director of capability to support night flying services.
  - . Ensure compliance with each agency's operations checklist for day and night operations.
  - . Ensure dust abatement procedures are implemented at helibases and helispots.
11. **RECOVERY AND PROTECTION BRANCH DIRECTOR:** The Recovery and Protection Branch Director is responsible for overseeing and implementing the protection, containment and cleanup activities established in the IAP. The Recovery and Protection Branch Director reports to the Operations Section Chief.
- . Develop Operations portion of the IAP.
  - . Brief and assign operations personnel in accordance with the IAP.
  - . Supervise operations.
  - . Determine needs and request additional resources.
  - . Assemble and disassemble teams assigned to Operations Section.
  - . Report information about special activities, events, the situation, and the status of resources to the Operations Section Chief.
  - . Review the suggested list of resources to be released and initiate recommendations for the release of resources.
12. **PROTECTION GROUP SUPERVISOR:** The Protection Group Supervisor is responsible for the deployment of containment, diversion, and absorbing boom in designated locations. Depending on the size of the incident, the Protection Group may be further divided into teams, task forces, and single resources.

- . Implement Protection Strategies assigned in the IAP.
  - . Direct, coordinate and assess effectiveness of protection actions.
  - . Modify protective actions as required by conditions on scene and inform the Recovery and Protection Branch Director of modifications required.
13. ON WATER RECOVERY GROUP SUPERVISOR: The On Water Recovery Group Supervisor is responsible for managing on water recovery operations as assigned in the IAP. The On Water Recovery Group may be further divided into teams, task forces, and single resources.
- . Implement Recovery Strategies assigned in the IAP.
  - . Direct, coordinate, and assess effectiveness of recovery actions.
  - . Modify recovery actions as required by conditions on scene and inform the Recovery and Protection Branch Director of modifications required.
14. SHORESIDE RECOVERY GROUP SUPERVISOR: The Shoreside Recovery Group Supervisor is responsible for managing shoreside cleanup operations as assigned in the IAP. The Shoreside Recovery Group may be further divided into teams, task forces, and single resources.
- . Implement recovery strategies assigned in the IAP.
  - . Direct, coordinate, and assess the effectiveness of recovery actions.
  - . Modify shoreside recovery actions as required by conditions on scene and report modifications to the Recovery and Protection Branch Director.
15. DISPOSAL GROUP SUPERVISOR: The Disposal Group Supervisor is responsible for coordinating the on site activities of personnel assigned to collecting, storing, transporting, and disposing waste materials. The Disposal Group may be further subdivided into teams, task forces, and single resources.
- . Implement disposal actions assigned in the IAP.
  - . Ensure compliance with all hazardous waste laws and regulations.
  - . Maintain accurate records of recovered material.
16. DECONTAMINATION GROUP SUPERVISOR: The Decontamination Group Supervisor is responsible for the decontamination of personnel and response equipment in compliance with approved statutes.
- . Prepare and implement Decontamination Plan.
  - . Direct and coordinate decontamination activities.
  - . Ensure compliance with requirements of the Site Safety Plan and all hazardous waste laws and regulations.

17. **EMERGENCY RESPONSE BRANCH DIRECTOR:** The Emergency Response Branch Director is responsible for overseeing and implementing emergency measures to protect life, prevent further damage to the environment, and stabilize the situation, including Search and Rescue (SAR), Salvage and Lightering, Fire Suppression, Hazardous Materials (HAZMAT), and Emergency Medical Service (EMS).
  - . Develop Emergency Response sections of the IAP.
  - . Brief and assign personnel in accordance with the IAP.
  - . Supervise emergency response operations.
  - . Assemble and disassemble teams/task forces assigned to the Emergency Response Branch.
  - . Review suggested list of resources to be released and initiate recommendations for release of resources.
18. **SEARCH AND RESCUE (SAR) GROUP SUPERVISOR:** The SAR Group Supervisor is responsible for prioritization and coordination of all search and rescue missions directly related to a specific incident.
  - . Prioritize and assign SAR missions.
  - . Direct and coordinate SAR missions.
  - . Manage dedicated SAR resources assigned to the SAR Group.
19. **SALVAGE GROUP SUPERVISOR:** The Salvage Group Supervisor is responsible for coordinating and directing all salvage and lightering activities related to the incident.
  - . Coordinate development and review of the Salvage and Lightering Plan.
  - . Direct and coordinate the implementation of the Salvage and Lightering Plan.
  - . Manage dedicated Salvage Group resources.
20. **FIRE SUPPRESSION GROUP SUPERVISOR:** The Fire Suppression Group Supervisor is responsible for coordinating and directing all firefighting activities related to the incident.
  - . Prioritize responses to fires related to the incident.
  - . Direct and coordinate fire suppression missions.
  - . Manage dedicated Fire Suppression Group resources.
21. **HAZMAT GROUP SUPERVISOR:** The HAZMAT Group Supervisor is responsible for coordinating and directing all hazardous materials activities related to the incident.
  - . Prioritize HAZMAT responses related to the incident.
  - . Direct and coordinate HAZMAT responses.
  - . Manage dedicated HAZMAT Group resources.
22. **MEDICAL GROUP (EMS) SUPERVISOR:** The Medical Group Supervisor is responsible for coordinating and directing emergency medical services (EMS) related to the incident.
  - . Prioritize EMS responses related to the incident.
  - . Direct and coordinate EMS responses.
  - . Manage dedicated EMS Group resources.

23. **WILDLIFE BRANCH DIRECTOR:** The Wildlife Branch Director is responsible for minimizing wildlife losses during spill responses. The Wildlife Branch coordinates early aerial and ground reconnaissance of the wildlife at the incident site and reports survey result to the Situation Unit; employs wildlife hazing measures as authorized in the IAP; and supervises the rescue and rehabilitation of impacted wildlife. A central wildlife processing center should be identified and maintained for: triage, evidence tagging, transportation, veterinary services, treatment, rehabilitation, storage, and other support needs. The activities of private wildlife care groups, including those employed by the responsible party, shall be overseen and coordinated by the Wildlife Branch Director.
- . Develop Wildlife Branch sections of the IAP.
  - . Designate and coordinate the establishment of Wildlife treatment centers and field processing stations.
  - . Supervise and direct Wildlife Branch operations.
  - . Assemble and disassemble teams/task forces assigned to the Wildlife Branch.
  - . Review suggested list of resources to be released and initiate recommendations for the release of resources.
24. **WILDLIFE RESCUE GROUP SUPERVISOR:** The Wildlife Rescue Group Supervisor is responsible for coordinating the search, collection, field tagging, and transportation to triage centers of both live and dead impacted wildlife. The Wildlife Rescue Group coordinates with the Situation Unit to conduct aerial and ground surveys of wildlife populations in the incident area. The Wildlife Recovery Group is also responsible for deploying and maintaining acoustic and visual hazing equipment as needed.
- . Implement Wildlife Rescue and Hazing sections of the IAP.
  - . Establish and implement protocols for collection and logging of impacted wildlife.
  - . Coordinate triage and transportation of wildlife to processing stations.
25. **WILDLIFE REHABILITATION GROUP SUPERVISOR:** The Rehabilitation Group Supervisor is responsible for receiving oiled wildlife at field processing centers, providing immediate care, recording essential information, collecting necessary samples, and completing triage, stabilization, treatment, transport, and rehabilitation of impacted wildlife. The Wildlife Rehabilitation Group coordinates transportation to treatment centers for wildlife requiring extended care and treatment.
- . Coordinate the designation and establishment of field processing station for impacted wildlife.
  - . Process impacted wildlife and maintain logs.
  - . Collect numbers/types/status of impacted wildlife and brief the Wildlife Branch Director.
  - . Coordinate transportation of wildlife to extended care treatment centers.
  - . Coordinate the release of recovered wildlife.
  - . Coordinate the storage, documentation and disposition of deceased wildlife.

## **TAB D GENERAL STAFF: PLANNING SECTION**

1. **PLANNING SECTION CHIEF:** The Planning Section Chief is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of response resources. Information is needed to:

- 1) understand the current situation;
- 2) predict probable courses of incident events; and
- 3) prepare alternative strategies for the incident.

The Planning Section Chief is directly responsible to coordinate the preparation and dissemination of the IAP for the next operational period.

- . Activate and manage Planning Section Units.
- . Reassign available personnel already on site to ICS organizational positions.
- . Collect, process, and disseminate information about the incident.
- . Supervise and coordinate the preparation and dissemination of the IAP.
- . Provide input to the Incident Command and the Operations Section Chief in preparing the IAP.
- . Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the IAP.
- . Provide the Resource Unit with the Planning Section organization, including names and locations of assigned personnel.
- . Assign Technical Specialists where needed.
- . Assemble information on alternative strategies.
- . Assemble and disassemble teams or task forces as needed.
- . Identify need for use of specialized resources.
- . Provide periodic forecasts of incident potential.
- . Compile and display incident and resource status summary information.
- . Provide status reports to authorized requestors.
- . Advise the General Staff of changes in the incident situation.
- . Incorporate the incident traffic plan (from Ground Support Unit) and other supporting plans into the Incident Action Plan.
- . Prepare and distribute operational orders from the Unified Command.
- . Supervise Planning Section units in the distribution and routing of incident information.
- . Coordinate cooperating agency information collection and reporting requirements.
- . Prepare recommendations for release of resources for submission to members of the Unified Command.

2. **SITUATION UNIT LEADER:** The Situation Unit Leader is responsible for the collection, evaluation, processing, and dissemination of current and possible future status of the spill and the response operations. This includes the compilation of information regarding the type and amount of oil spilled, the amount of oil recovered, the oil's current location and anticipated trajectory, and impacts on natural resources. This responsibility includes coordinating the creation of incident maps to depict the current and possible future situation and the preparation of reports for the Planning Section Chief.

- . Assign duties and supervise Situation Unit personnel.
- . Prepare and maintain Command Post incident displays and status boards.



- . Collect incident information at earliest opportunity and continue for duration of incident.
  - . Prepare incident forecasts at periodic intervals or upon request of the Planning Section Chief.
  - . Prepare, post or disseminate resources and situation status information.
  - . Prepare the Incident Status Summary (ICS 209).
  - . Provide status reports to authorized requesters.
  - . Provide photographic services and maps.
3. **RESOURCE UNIT LEADER:** The Resource Unit Leader is responsible for maintaining the status of all resources (primary and support) at an incident. The Resource Unit develops, implements, and maintains a master list of all resources, including check-in, status, current location, and contact information. The Resource Unit provides resource status information for the IAP and is directly responsible to compile, copy and distribute the IAP, in coordination with all ICS organizational elements.
- . Establish check-in function at incident locations and disseminate the list of check-in location to all assisting agencies.
  - . Provide resource status information and coordinate the maintenance of incident displays and status boards with the Situation Unit.
  - . Establish contacts with incident facilities to maintain current information on the status of resources.
  - . Gather, post, and maintain incident resource status.
  - . Maintain master roster of all resources checked-in at the incident.
  - . Prepare Organizational Assignment List (ICS 203) and Organization Chart (ICS 207).
  - . Provide resource status reports to authorized requesters.
4. **DOCUMENTATION UNIT LEADER:** The Documentation Unit Leader is responsible for the collection and maintenance of accurate, up-to-date incident files. Examples of incident documentation include: IAP, incident reports, communications logs, situation status reports, POLREPS, faxes, and unit logs. Documentation is essential to post-incident analysis and must be maintained and safeguarded throughout the incident. Coordination with all ICS organizational elements is required for complete documentation. The Documentation unit shall ensure that all ICS elements are maintaining and providing appropriate documentation. Incident files shall be stored for legal, analytical, and historical purposes. The Documentation Unit also provides duplication and copying services.
- . Establish, organize, and maintain incident files.
  - . Establish duplication and copying service and respond to requests for copying support.
  - . File copies of all official forms, reports, and records.
  - . Check on the accuracy and completeness of records submitted for documentation and correct errors or omissions by coordinating with appropriate ICS elements.
  - . Provide copies of incident documentation to authorized requesters.

5. **DEMOBILIZATION UNIT LEADER:** The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan and assisting each organizational element ensure the orderly, safe, and cost effective demobilization of personnel and equipment.
  - . Review incident resource status records to determine probable size and scope of demobilization effort.
  - . Evaluate logistics and transportation capabilities required to support demobilization.
  - . Prepare and obtain approval of Demobilization Plan, including required decontamination procedures.
  - . Distribute Demobilization Plan to each processing point.
  - . Ensure that all organizational elements understand their responsibilities assigned in the Demobilization Plan.
  - . Monitor implementation and assist in the coordination of the Demobilization Plan.
  - . Coordinate resource status information with Resource Unit.
6. **TECHNICAL SPECIALISTS:** Technical Specialists are advisors with special skills needed to support the incident. Technical Specialists may be assigned anywhere in the ICS organization. If necessary, groups of Technical Specialists may be formed into a team, task force, or separate unit. The Planning Section will maintain a list of available Technical Specialists and assign where needed.

*The following are example position descriptions for Technical Specialists that might be utilized during an oil spill response.*

7. **SCIENTIFIC SUPPORT COORDINATOR:** The Scientific Support Coordinator (SSC), in accordance with the National Contingency Plan (NCP), serves as directed by the predesignated Federal On-Scene Coordinator (OSC). The SSC provides scientific advice with regard to the best course of action during a spill response. The SSC will obtain consensus from the Federal Natural Resource Trustee Agencies, provide spill trajectory analysis data, information on the resources at risk, weather information, tidal and current information, and information required to evaluate alternative response technology. The SSC will be the point of contact for the Scientific Support Team from NOAA's Hazardous Material Response and Assessment Division.
  - . Represent the OSC in planning meetings.
  - . Assign duties to members of the Scientific Support Team and supervise.
  - . Coordinate activation and assignment of Technical Specialists.
  - . Provide current and forecasted incident status information for the Situation Unit by way of overflight maps and trajectory analysis.
  - . Provide weather, tidal and current information to the Incident Command.
  - . Obtain consensus from the Federal Natural Resource Trustees regarding response options and report to the OSC.
  - . Develop a prioritized list of resources at risk.
  - . Provide incident status reports to authorized requesters.
8. **GEOGRAPHIC INFORMATION SYSTEM (GIS) SPECIALISTS:** The GIS Specialists are responsible to gather and compile updated spill information and provide various map products to the incident. The GIS team will work for the Situation Unit and the Information Officer to ensure accurate and rapid dissemination of oil spill information to the ICS.

- . Gather and compile data from different ICS elements.
  - . Provide maps for various ICS elements.
  - . Provide incident status reports to authorized requesters.
9. **RESOURCES AT RISK (RAR) TECHNICAL SPECIALISTS:** The Resources at Risk Technical Specialists are responsible for the identification of resources thought to be at risk from exposure to the spilled oil, through the analysis of known and anticipated oil movement and the location of natural, cultural, and economic resources. The Resources at Risk Technical Specialists consider the relative risk to develop a priority list for protection.
- . Obtain current and forecast status information from the Situation Unit.
  - . Identify natural resources at risk.
  - . Identify socioeconomic and arcaeo-cultural resources at risk.
  - . Develop a prioritized list of the resources at risk for use by the Planning Section.
  - . Provide incident status reports to authorized requesters.
10. **SAMPLING SPECIALISTS:** The Sampling Specialists are responsible to provide a sampling plan for the coordinated collection, documentation, storage, transportation, and submittal to appropriate laboratories for the analysis or storage of samples collected at spill sites.
- . Meet with Planning Section to develop initial sampling plan and strategy and review sampling and labeling procedures.
  - . Identify and alert appropriate laboratories.
  - . Set up site map to monitor location of samples collected and coordinate with GIS staff.
  - . Coordinate sampling activities with Scientific Support Coordinator, NRDA Representative, Investigation Team, and legal advisors.
  - . Provide sampling status reports to authorized requesters.
11. **DISPOSAL (WASTE MANAGEMENT) SPECIALISTS:** The Disposal (Waste Management) Specialists are responsible for providing the Planning Section Chief with a Disposal Plan that details the collection, sampling, monitoring, temporary storage, transportation, treatment, recycling and disposal of all anticipated response wastes.
- . Develop a Pre-Cleanup plan to remove debris before an area is impacted by oil, and monitor pre-cleanup operations.
  - . Develop a detailed Waste Management Plan.
  - . Calculate and verify the volume of petroleum recovered, including petroleum collected with sediment, sand, debris, or other materials.
  - . Coordinate implementation of the Waste Management Plan with all of the organizational elements, particularly the Disposal Unit.
  - . Ensure proper management of oiled wildlife/carcasses in coordination with the Wildlife Rescue Unit and the Natural Resources Damage Assessment team.
  - . Provide disposal status reports to authorized requesters.
12. **ALTERNATIVE RESPONSE TECHNOLOGY (ART) SPECIALISTS:** The Alternative Response Technology Specialists are responsible for evaluating the opportunities to use ART, including dispersants or other chemical counter measures. in situ burning, and

bioremediation. The ART specialists will conduct the consultation and planning to deploy a specific ART, and articulate the environmental trade-offs of using or not using a specific ART.

- . Gather data pertaining to the spill including spill location, type and amount of petroleum spilled, physical and chemical properties, weather and sea conditions, and resources at risk.
  - . Identify available ARTs that may be effective on the specific spilled petroleum.
  - . Make initial notification to all agencies that have authority over the use of ARTs.
  - . Keep the Unified Command and Scientific Support Coordinator informed of ART issues.
  - . Provide ART status reports to authorized requesters.
13. **RESPONDER TRAINING SPECIALISTS:** The Responder Training Specialists ensures development and implementation of training plans, monitors operational procedures, and evaluates training needs.
- . Develop responder training plans and review proposed training assignments.
  - . Coordinate status of trainees with the Resource Unit.
  - . Evaluate the need for 4 hour HAZWOPER training for convergent volunteers.
  - . Monitor operational procedures and evaluate training needs.
  - . Provide training status reports to authorized requesters.
14. **NRDA REPRESENTATIVE:** The NRDA Representative is responsible for coordinating NRDA needs and activities of the trustee NRDA Teams with the ICS spill response operations. This includes close coordination with the Planning Section for obtaining timely information on the spill and injuries to natural resources. The NRDA Representative will coordinate with the Scientific Support Coordinator, the RP and Legal specialists for possible coordination of NRDA or injury determination activities.
- . Attend appropriate planning meetings to facilitate communication between NRDA Team and ICS elements.
  - . Identify site access, transportation support, logistics requirements and staffing needs to the proper ICS elements.
  - . Interact with ICS elements to collect information essential to NRDA.
  - . Coordinate sampling requirements with Sampling Specialists and the Situation Unit.
  - . Coordinate with the Liaison Officer and the SSC to identify other organizations available to support NRDA activities.
  - . Ensure that NRDA activities do not interfere or conflict with response objectives.
15. **INVESTIGATION SPECIALISTS:** The Investigation Specialists report directly to their respective Incident Commanders. Both Federal and State investigative teams will coordinate their investigations within legal discovery guidelines. The Investigative Specialists operate as separate entities during the incident and are not normally part of the ICS. Investigation information may be provided to support the ICS, within legal guidelines.
- . Coordinate investigative activities with Legal Specialists, NRDA Representative, and Sampling Specialists.
  - . Contact and coordinate with other response agencies already on scene (USCG, OSPR, State Lands, Harbor Patrol, Police, Lifeguards).

- . Provide response essential information (amount of product discharged, location and nature of the source, health and safety hazards identified) developed as part of the investigation in support the Unified Command.
  - . Complete investigation report and file with the appropriate jurisdiction.
16. **LEGAL SPECIALISTS:** The Legal specialists will act in an advisory capacity during an incident. Legal Specialists normally act as counsel to their respective organizations and report directly to their respective Incident Commanders. Legal Specialists operate as separate entities during the incident and are not normally part of the ICS organizational structure.
- . Participate in planning meetings, if requested.
  - . After the initial investigation is complete, the Legal specialists should direct activities toward the implementation of the NRDA procedure.
  - . Provide legal advise as required.

#### **TAB E GENERAL STAFF: LOGISTICS SECTION**

1. **LOGISTICS SECTION CHIEF:** The Logistics Section Chief is responsible for providing facilities, services, and material in support of the incident. The Logistics Section Chief participates in development and implementation of the Incident Action Plan and activates and supervises Branches and Units within the Logistics Section.
  - . Plan, activate, and manage the organization of the Logistics Section.
  - . Assemble and brief Branch Directors and Unit Leaders.
  - . Provide Logistics Section staffing and watch list to Resource Unit.
  - . Participate in preparation of the IAP.
  - . Identify facilities, services, and support requirements for planned and expected operations.
  - . Provide input to and review Communications Plan, Medical Plan, and Traffic Plan.
  - . Coordinate and process requests for additional resources.
  - . Review IAP and anticipate Logistics Section needs for the next operational period.
  - . Advise on current and anticipated service and support capabilities.
  - . Ensure general welfare and safety of Logistics Section personnel.
2. **SERVICE BRANCH DIRECTOR:** The Service Branch Director is responsible for the management of all service activities at the incident. The Service Branch Director supervises the operation of the Communications, Medical, and Food Units.
  - . Determine the level of services required to support incident operations.
  - . Organize and manage assignments for Service Branch Units.
3. **COMMUNICATIONS UNIT LEADER:** The Communications Unit Leader is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel, and the maintenance and repair of communications equipment.
  - . Prepare and implement the Incident Communications Plan (ICS 205).
  - . Ensure the Incident Communications Center and Message Center are established.

- . Set up telephones and public address systems.
  - . Establish appropriate communications distribution and maintenance locations.
  - . Ensure communications systems are installed and tested and respond to communications trouble reports.
  - . Ensure an equipment accountability system is established.
  - . Ensure personal portable radio equipment is distributed per Communications Plan.
  - . Provide Technical Information as required on:
    - Adequacy of communications systems currently in operation;
    - Geographic limitations on communications systems;
    - Equipment capabilities;
    - Amount and types of equipment available;
    - Anticipated problems in the use of communications equipment.
4. **MEDICAL UNIT LEADER:** The Medical Unit Leader is responsible for the development of the Medical Emergency Plan, obtains medical aid and transportation for injured or ill incident personnel, and prepares medical reports and records for the incident. The Medical Unit may also assist Operations in supplying medical care and assistance to civilian casualties at the incident, but is not intended to provide medical services to the public.
- . Determine level of emergency medical activities performed prior to activation of the Medical Unit.
  - . Prepare the Emergency Medical Plan (ICS 206).
  - . Respond to requests for medical aid.
  - . Respond to requests for medical transportation.
  - . Respond to requests for medical supplies.
  - . Evaluate the need to pre-position Medical Unit resources at staging areas or other operational sites.
  - . Prepare procedures for major medical emergency.
  - . Declare major medical emergency as appropriate.
5. **FOOD UNIT LEADER:** The Food Unit Leader is responsible for determining feeding requirements at all incident facilities; menu planning; determining cooking facilities required; food preparation; serving; providing potable water; and general sanitation and maintenance of the food service areas.
- . Determine location of work assignments and the number and location of personnel to be fed.
  - . Determine the method and schedule of feeding to best fit operational requirements.
  - . Obtain necessary equipment and supplies to operate food service facilities.
  - . Set up Food Unit equipment.
  - . Prepare menus to ensure incident personnel receive well balanced meals.
  - . Ensure that sufficient potable water is available to meet all incident needs.
  - . Ensure all appropriate health and safety measures are taken.
  - . Supervise cooks and other Food Unit personnel.
  - . Keep inventory of food on hand and check-in food orders.
  - . Provide Supply Unit Leader with food supply orders.

6. **SUPPORT BRANCH DIRECTOR:** The Support Branch Director is responsible for development and implementation of logistics plans in support of the IAP, including; providing personnel, equipment, facilities, transportation and supplies to support incident operations. The Support Branch Director supervises the operation of the Supply, Facilities, and Transportation Units.
  - . Determine initial support operations requirements in coordination with the Logistics Section Chief and the Service Branch Director.
  - . Participate in the development of and review the IAP to ensure required support is in place.
  - . Resolve problems with support requests from other Sections.
7. **SUPPLY UNIT LEADER:** The Supply Unit Leader is responsible for ordering personnel, equipment, and supplies; receiving, storing, and issuing all supplies for the incident; and servicing non-expendable supplies and equipment.
  - . Provide initial response Kits to Planning, Logistics, and Finance sections.
  - . Determine type and amount of supplies enroute.
  - . Receive and respond to requests for personnel, supplies, and equipment.
  - . Order, receive, maintain inventory lists, store, and distribute supplies and equipment.
  - . Review the IAP for assignments which require Supply Unit support.
  - . Coordinate resource orders and contracts with the Finance Section.
  - . Coordinate service of reusable equipment.
8. **PERSONNEL MANAGER:** The Personnel Manager coordinates and documents ordering and assignment of personnel to meet incident requirements. The Personnel Manager processes requests for additional personnel and paperwork for arriving employees; plans, documents, coordinates in-briefings, and accounts for response assignments for individuals, agencies, teams, and commercial resources. The Personnel Manager coordinates with the Resource Unit to track the status and processing of incident personnel assignments, including emergency response workers; and identifies resources needed to support the use of volunteers.
  - . Coordinate with Resource Status Unit to document status and assignments of incident personnel.
  - . Respond to and process requests for additional personnel.
  - . Process all arriving employees.
  - . Coordinate initial in-briefings, including initial safety briefings for all arriving personnel.
  - . Document and account for incident assignments for individuals, agencies, teams, and commercial resources.
  - . Coordinate resources needed to support the processing and assignment of volunteers.

9. **EQUIPMENT/MATERIALS MANAGER:** The Equipment and Materials Manager is responsible for processing equipment and materials requests, locating and negotiating delivery of equipment and materials, monitoring supply levels and costs, and reporting these to the Supply Unit Leader.
- . Respond to requests for equipment and materials by coordinating the ordering, delivery, storage, and distribution of equipment and materials.
  - . Report changes in equipment status and inventory levels to the Resource Unit.
  - . Locate sources of supply for ordered equipment and materials and coordinate ordering and delivery with the Finance Section.
  - . Provide secure storage and protection of equipment and materials before they are issued to the incident.
  - . Coordinate equipment support and servicing of reusable equipment.
10. **FACILITIES UNIT LEADER:** The Facilities Unit Leader is responsible for the activation and layout of incident facilities. Incident facilities may include the Incident Command Post, Bases, Camps, Staging Areas, or special function facilities, such as Wildlife Rehabilitation Centers. The Facilities Unit provides sleeping and sanitation facilities, as required, for incident personnel and manages base and camp operations. Each facility, base, or camp is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions of Base or Camp managers are to provide or coordinate security service and general maintenance. The Facilities Unit Leader reports to the Support Branch Director.
- . Determine requirements for each facility to be established in accordance with the IAP.
  - . Ensure all requirements for the Incident Command Post are anticipated, approved, and completed.
  - . Prepare layouts, maps, and support requirements for all incident facilities.
  - . Assign Base and Camp Managers.
  - . Provide sleeping facilities for incident personnel.
  - . Provide and coordinate security services.
  - . Provide facilities maintenance services including sanitation, lighting, and cleanup.
  - . Obtain personnel to operate facilities.
11. **GROUND SUPPORT UNIT LEADER:** The Ground Support Unit Leader is responsible for coordination of transportation of personnel, supplies, food, and equipment; fueling, service, maintenance and repair of vehicles and other ground support equipment; support of out of service resources; and implementation of the Incident Traffic Plan.
- . Coordinate development of the Traffic Plan with the Planning Section.
  - . Notify Resource Unit of all status changes of support and transportation vehicles.
  - . Respond to and coordinate transportation requests for incident personnel, supplies, food, and equipment.
  - . Arrange for and activate fueling, maintenance, and repair of ground transportation resources.
  - . Maintain inventory of support and transportation vehicles (ICS 218).
  - . Collect usage information on rented equipment.
  - . Requisition maintenance and repair supplies including fuel, spare parts, and safety equipment.



- . Coordinate the maintenance of incident roads.
  - . Obtain personnel to operate and service ground support unit equipment and vehicles, including duty drivers and motor pool support personnel.
12. **TRANSPORTATION MANAGER:** The Transportation Manager is responsible to coordinate transportation services for incident personnel, equipment, and supplies. The Transportation Manager is the central coordinating point for incident transportation requirements and may coordinate transportation using all available methods, including ground, water, and air. The Transportation Manager is responsible to match transportation needs with available modes of transportation.
- . Coordinate incident transportation needs with sources and methods of transportation.
  - . Maintain a prioritized list of transportation needs and coordinate transportation schedules and assignments.
  - . Coordinate land transportation assignments with the Ground Transportation Unit.
  - . Coordinate vessel transportation requirements with the Operations Section or other sources of vessel transportation.
  - . Coordinate air transportation assignments with the Air Operations Branch or other sources of air transportation.

**TAB F GENERAL STAFF: FINANCE SECTION**

1. **FINANCE SECTION CHIEF:** The Finance Section Chief is responsible for all financial and cost analysis of the incident and for supervising members of the Finance Section.
- . Develop an operating plan for Finance Section functions at the incident.
  - . Provide input in all planning sessions on financial and cost analysis matters.
  - . Maintain daily contact with agency(s) administrative headquarters on financial matters.
  - . Ensure that all personnel time records are transmitted to home agencies according to policy.
  - . Ensure that all obligation documents and contracts initiated at the incident are properly prepared and completed.
  - . Brief agency administration personnel on all incident related business management issues needing attention and follow-up prior to departing the incident.

2. **TIME UNIT LEADER:** The Time Unit Leader is responsible for recording personnel and equipment time and status information for cost documentation and payroll purposes. The Time Unit coordinates with the Resource Unit to ensure the accurate accounting of personnel and equipment time and status information.
  - . Determine incident requirements for Time Recording functions.
  - . Establish contact with appropriate agency personnel representatives to ensure proper time accounting is reported.
  - . Ensure daily personnel time recording documents are completed and compliance to time policy is met.
  - . Submit cost estimate data forms to Cost Unit as required.
  - . Provide for records security.
  - . Establish commissary operation as required.
  - . Brief Finance Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements.
3. **PERSONNEL TIME RECORDER:** The Personnel Time Recorder reports to the Time Unit Leader and records personnel information.
  - . Establish and maintain a file for personnel time reports within the first operational period.
  - . Initiate, gather, or update a time report from all applicable personnel assigned to the incident for each operational period.
  - . Ensure all personnel identification information is verified to be correct on the time report.
  - . Post personnel travel and work hours, transfers, promotions, specific pay provisions, and terminations to personnel time documents.
  - . Ensure that time reports are signed.
  - . Close out time documents prior to personnel leaving the incident.
  - . Distribute all time documents according to agency policy.
  - . Maintain a log of excessive hours worked and give to Time Unit Leader daily.
4. **PROCUREMENT UNIT LEADER:** The Procurement Unit Leader is responsible for administering all financial matters pertaining to vendor contracts.
  - . Obtain or develop incident Procurement Plan.
  - . Prepare and sign contracts and land use agreements as needed.
  - . Respond to requests for procurement of equipment, supplies, personnel, or services.
  - . Coordinate with local jurisdictions on plans and supply sources.
  - . Draft memoranda of understanding with cooperating and assisting agencies.
  - . Interpret contracts/agreements and resolve vendor claims or disputes within delegated authority.
  - . Receive and coordinate replies to vendor offers of equipment, supplies, personnel, or services.
  - . Coordinate use of imprest funds as required.
  - . Finalize all agreements and contracts.
  - . Coordinate with Compensation/Claims Unit on procedures for handling claims.
  - . Complete final processing and send documents for payment.
  - . Coordinate cost data in contracts with Cost Unit Leader.

5. **COMPENSATION/CLAIMS UNIT LEADER:** The Compensation/ Claims Unit Leader is responsible for the overall management and direction of all Compensation for Injury Specialists and Claims Specialists assigned to the incident.
  - . Determine the need for Compensation for Injury and Claims Specialists and other personnel.
  - . Establish Compensation for Injury work area with Medical unit whenever possible.
  - . Obtain a copy of the IAP and the Incident Medical Plan.
  - . Evaluate the need to advertise claims procedures, the need for 1-800 public information services, and the need for public claims processing centers.
  - . Coordinate with Procurement Unit on procedures for handling claims.
  - . Periodically review all logs and forms produced by Compensation/ Claims Specialists to ensure:
    - Work is complete;
    - Entries are accurate and timely;
    - Work is in compliance with Agency requirements and policies.
  - . Coordinate claims information with NRDA liaison representative.
  - . Ensure that all Compensation for Injury and Claims Logs and Forms are up to date and routed to the proper agency for post incident processing prior to demobilization.
6. **COST UNIT LEADER:** The Cost Unit Leader is responsible for collecting all cost documentation, performing cost effectiveness analyses, and providing cost estimates and cost saving recommendations for the incident.
  - . Coordinate with agency headquarters on cost reporting procedures.
  - . Obtain and record all daily cost documentation.
  - . Prepare daily incident cost summaries.
  - . Prepare resource-use cost estimates for Planning.
  - . Prepare incident cost estimates and projections.
  - . Make recommendations for cost savings to Finance Section Chief.
  - . Maintain cumulative incident cost records.
  - . Ensure that all cost documentation records are accurately prepared, processed, and maintained.)
  - . Complete all cost documentation prior to demobilization.

## **TAB G MULTI-AGENCY COORDINATION GROUP (MAC)**

Local government will fill key roles where appropriate within the Incident Command System, in both the Command Staff (Public Information, Liaison, and Safety) and the General Staff (Operations, Planning, Logistics and Finance).

The attached charts show the roles of local government in incident specific situations as it relates to the actual Unified Command block. As these charts make clear, only in the case of an incident involving ONLY an oil spill response and/or cleanup, will local government be an ongoing full participant in the Unified Command block. Under all circumstances, including oil spill response and/or cleanup, local government will be integrated pursuant to a MOU which is consistent with the Area Contingency Plan and Local Contingency Plan. In a oil spill response and/or cleanup not directly impacting local jurisdictional issues, local government through their agency representative will fill appropriate positions in the Incident Command System; however, where local

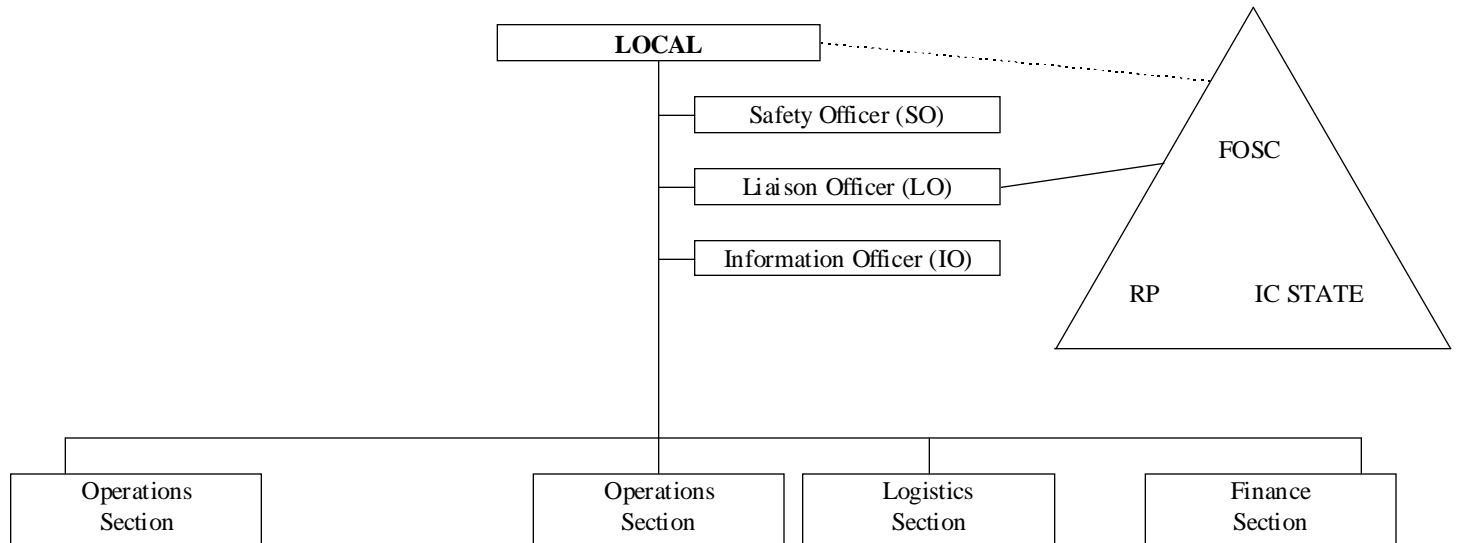
government jurisdiction issues are involved (such as beach closures), the local government will be in the Unified Command block for those jurisdictional issues.

A multi-agency coordination group (MAC) will also be established to incorporate all affected agencies into a cohesive group to aid in the overall response, facilitate briefings and issue sharing during a response. Local officials will have direct input and share information with the State Incident Commander and the Administrator on an ongoing basis through this group. The MAC will be established at the time of the incident and will be coordinated through the Liaison Officer and the agency representative.

Local government has previously integrated their concern through the Area Planning process. Local priorities, in areas such as economic and environmental protection strategies, are integrated into the Area Plan and become priorities to which both the State and Federal governments are committed to insure full protection of vital local interests.

The Office of Oil Spill Prevention and Response is in the process of working on MOUs with each local agency who has received grants and has participated in the process. This process should resolve any remaining issues relative to local government integration into a Incident Command System structure during a time of an incident which involves an oil spill.

**Unified Command Structure / Incident Command System For Health And Safety  
Response Issues (e.g. Fire, HAZMAT, Vapor Clouds, and/or Evacuation)**



The State IC moves up to the local command role when the response exceeds local capability (e.g. Cantara Spill).

## Unified Command Structure / Incident Command System For Oil Spill Clean-Up

